

MACOMB COUNTY

VACANT POSITION POSTING

CLASSIFICATION TITLE: Assistant Probation Officer

OPENING DATE: 01-16-07

CLOSING DATE: 01-29-07

DEPARTMENT: District Court Probation

SALARY RANGE: \$22.82/hr to \$28.53/hr

CURRENT HOURS AND STARTING TIME: Part-time (37.5 hours per pay period) position; the starting time for this position currently is 8:30 a.m.

F.L.S.A. STATUS: Non-exempt

APPOINTING AUTHORITY: Chief Circuit Court Judge

GENERAL RESPONSIBILITIES:

The employee in this classification, under the supervision of the Probation Officer Supervisor, conducts adult casework investigations; prepares pre-sentence reports and substance abuse screenings; counsels and provides casework supervision to adult probationers; prepares various records and reports; performs related duties as assigned.

ESSENTIAL FUNCTIONS:

- Performs pre-sentence investigations on home background, criminal records, health, mental capacity and prepares reports on adult law violators.
- Prepares recommendations on the desirability of probation and amount of restitution defendant must pay; reports violations of probation.
- Performs alcohol assessments and prepare assessments as directed.
- Refers defendants to appropriate counseling agencies for substance abuse, mental health and related problems.
- Supervises and provides guidance to adult probationers by reviewing personal and financial information, vocational plans and compliance with counseling.
- Monitors electronic tethering of client and the provision of community services as directed by Court.
- Prepares and maintains accurate case histories, records, reports and related documentation.

ESSENTIAL FUNCTIONS (continued):

- Operates an automobile while performing assigned duties.

ADDITIONAL FUNCTIONS:

- The statements contained in this position description are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not to be construed as an exhaustive list of all job duties performed.

EDUCATION, TRAINING AND EXPERIENCE:

- A Bachelor Degree in Criminal Justice, Psychology, Sociology or a related field from an accredited college or university.
- A minimum of one (1) year of experience in probation casework or directly related area.
- Successful completion of the probationary period for the position of Assistant Probation Officer.
- Be physically able to perform the essential functions of the position, with or without reasonable accommodation.

ADDITIONAL QUALIFICATIONS:

- Knowledge of the principles, practices and procedures of current social casework, substance abuse issues and investigative methods.
- Knowledge of laws and regulations governing adult probation work.
- Knowledge of the policies and procedures of the District Court .
- Knowledge of Microsoft Word, Windows and Excel.
- Ability to work with and gain the cooperation of emotionally disturbed persons.
- Ability to prepare and maintain accurate case records and reports.
- Ability to analyze and evaluate information and documentation.
- Ability to establish and maintain effective working relationships with co-workers, clients and the public.
- Effective written and oral communication skills.
- Must possess an operable automobile for authorized departmental travel.
- Possession of a valid Michigan driver's license.
- Ability to conduct oneself with tact and courtesy.

All interested, current Macomb County employees, including full-time, part-time and temporary hires, must complete an Application for Internal Candidates and submit it to the Human Resources Department by 5:00 p.m. on the closing date. Internal applications can be obtained on the County Intranet or from the Human Resources Department.

THE COUNTY OF MACOMB IS AN EQUAL OPPORTUNITY EMPLOYER